



**CITY OF LEON VALLEY**

**REQUEST FOR PROPOSALS  
EMS BILLING AND FEE RECEIVING SERVICES**

**ADDENDUM #1**

January 12, 2016

You must acknowledge receipt of this addendum by submitting the last page with your proposal.

The following questions were submitted:

- Q. Please confirm the due date for this procurement is 2/2/2016.
  - A. Sealed proposals will be accepted until 2:00 p.m., Tuesday, February 2, 2016
- Q. Why is the contract out to bid at this time?
  - A. Contract expired
- Q. Has the current contract gone full term?
  - A. YES
- Q. Have all options to extend the current contract been exercised?
  - A. YES
- Q. Who is the incumbent, and how long has the incumbent been providing the requested services?
  - A. Intermedix for 15 years
- Q. How are fees currently being billed by any incumbent(s), by category, and at what rates?
  - A. By category, 11%
- Q. What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?
  - A. Estimated at \$15,000
- Q. To how many vendors are you seeking to award a contract?
  - A. 1
- Q. Please describe your level of satisfaction with your current vendor(s), if applicable.
  - A. Satisfactory

- Q. Can you please provide a greater description of the specific kind of receivables to be placed for collection?  
A. More than 120 days
- Q. To what extent are these accounts owed by private consumers versus commercial businesses?  
A. Estimated at 80%
- Q. Will accounts be primary placements, not having been serviced by any other outside collection agency, and/or will you also be referring secondary placements? If so, should bidders provide proposed fees for secondary placements also?  
A. Yes and no Secondary
- Q. What is the total dollar value of accounts available for placement now by category, including any backlog?  
A. \$15,000 month estimate
- Q. What is the total number of accounts available for placement now by category, including any backlog?  
A. Average of 80%
- Q. What is the average balance of accounts by category?  
A. \$800 estimate
- Q. What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?  
A. 120 days
- Q. What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?  
A. 60 on average quarterly
- Q. What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?  
A. \$22,000 per month
- Q. What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?  
A. Monthly 4% and we expect 6%
- Q. If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?  
A. No
- Q. What were your annual gross charges last year or for the last 12 months?

- A. \$883,900
- Q. What were your annual total adjustments for last year or for the last 12 months?  
A. \$190,000 per year
- Q. What were your annual contractual allowance write offs for last year or for the last 12 months?  
A. \$51,000
- Q. What were your annual gross collections last year or for the last 12 months?  
A. \$285,575
- Q. What are your per-mile ground transport charges?  
A. \$18 per mile
- Q. What are your advanced life support charges?  
A. \$775
- Q. What are your advanced life support emergency level 1 charges?  
A. \$775
- Q. What are your advanced life support emergency level 2 charges?  
A. \$775
- Q. What are your basic life support charges?  
A. \$650
- Q. What are your basic life support emergency charges?  
A. NA
- Q. What are your specialty care transport charges?  
A. NA
- Q. What are your treatment without transport charges?  
A. \$225
- Q. What is your average per-trip charge?  
A. \$800
- Q. When were the last changes to your transport rates, and are you considering raising any of the rates currently charged?  
A. 5 years ago
- Q. Are there any other charges you assess not otherwise covered by our questions?  
A. No

- Q. What percentage of your patients are residents versus non-residents, and do you charge the two groups differently?  
A. Yes, but 80% resident estimate
- Q. Do you operate any shared services agreements with any other municipal or county governments in the region and, if so, with whom?  
A. No
- Q. What were your transports per year for life support for last year or for the last 12 months?  
A. 1200 on average
- Q. What were your transports per year for advanced life support emergency level 1 for last year or for the last 12 months?  
A. 500 estimate
- Q. What were your transports per year for advanced life support emergency level 2 for last year or for the last 12 months?  
A. 200 estimate
- Q. What were your transports per year for basic life support for last year or for the last 12 months?  
A. 500 estimate
- Q. What were your transports per year for basic life support emergency for last year or for the last 12 months?  
A. Unknown
- Q. What were your transports per year for specialty care transport for last year or for the last 12 months?  
A. None
- Q. What were your transports per year for treatment without transport for last year or for the last 12 months?  
A. 250 estimate
- Q. How many total transport vehicles do you now operate?  
A. 3
- Q. What is your average loaded miles per trip?  
A. 4
- Q. What is your average revenue per call?  
A. \$700 estimate
- Q. Do you have a lockbox provider and, if so, which provider?

A. NA

Q. If you have a lockbox provider, will that provider remain in place as a result of this procurement?

A. NA

Q. Do you have a collection agency provider and, if so, which provider?

A. Linebarger and Associates

Q. Which local hospitals or care facilities typically receive most of your patients?

A. Methodist Hospital, Santa Rosa, University Hospital, Methodist Specialty and Transplant, Saint Lukes, VA Hospital.

Q. What is your payer mix expressed as percentages of 100% billed?

A. Unknown

Q. What is your payer remit mix expressed as percentages of 100% of what you typically receive?

A. 8.70% - Medicaid, 32.17% - Medicare, 34.28% - Private Insurance, 24.21% - Self Pay, 0.64% - Workers Comp

Q. In the RFP it mentions Collection Services, does the successful vendor also have to provide collection services to meet the requirements of the RFP?

A. Yes, Preferred

Q. The RFP mentions that the vendor will supply ePCR software and hardware, what software is currently utilized by the City of Leon Valley currently? The successful vendor will have to provide access to ePCR software as well as computers, if so how many computers are needed and are these tablets, toughbooks or PC's in the station?

A. Yes, Toughbooks, and we currently use TripTix 2012 Intermedix Technologies, Inc. v3.3.1.0103R jan0314 we would need 3 tablets.



**CITY OF LEON VALLEY**

**REQUEST FOR PROPOSALS  
EMS BILLING AND FEE RECEIVING SERVICES**

**ADDENDUM #1  
RECEIPT ACKNOWLEDGMENT**

Issued January 12, 2016

---

Signature

---

Printed Name

---

Company/Business Name